



## JOB DESCRIPTION

Position Title: **Director**

Working Area: **Planning & Development**

Class Code: 3507

Exempt

EEO Code: 01

Effective Date: August 30, 2002

\*\*\*\*\*  
\*\*\*\*\*

### **Major Function**

Professional and managerial work responsible for directing the operations of the Planning & Development Department.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Develops, recommends, and implements operating policies, procedures, and programs to affect the efficient and effective operations of the Planning & Development Department. Organizes and administers the work effort of the Planning and Development Department, including current and long-range planning, capital programs, community development block grants, mapping, building, enforcement/compliance, development review, licensing, and natural resources.

Provides direction to and supervises the activities of all divisions within the department which include Building and Fire, Planning, and Development Review.

Assumes administrative responsibility for written and oral presentations and reports for the Board of County Commissioners, which includes the gathering of planning, legal and engineering data, preparing special reports, general meeting preparation, and necessary public contacts.

Coordinates on behalf of Seminole County, with other governmental agencies and municipalities the development and maintenance of inter-local agreements.

Responds to citizen complaints, researching problems and formulating solutions and responses. Advises the County Manager as appropriate of relevant unresolved complaints.

Initiates and promulgates programs and procedures necessary to implement planning and development programs necessary to comply with state and county ordinances. Recommends the establishment, abolition, or revision of ordinances, rules, regulations and capital improvement schedules as related to comprehensive planning and general county activities.

Confers and coordinates with civic leaders, government officials, industrialists, educators, financiers and citizens in order to ascertain factual basis for planning projects, economic development projects and studies.

Prepares and presents the department's annual budget and assures continued adherence to parameters of adopted budgets throughout the fiscal year.

Exercises final authority regarding hiring, termination, performance evaluation, disciplinary and/or commendatory actions for members of the Planning and Development Department.

Performs other duties as assigned or as may be necessary.



## JOB DESCRIPTION

Position Title: **Director**

Page 2

Working Area: **Planning & Development**

\*\*\*\*\*  
\*\*\*\*\*

### **Minimum Qualifications**

Extensive knowledge of the principles and practices as applied to the collection of planning data in the preparation of comprehensive planning, reports and studies. Knowledge of the principles and practices as applied to planning activities of local governments, state and federal regulations pertaining to planning and development issues, regulations, grants, and programs. Knowledge of the principles and practices of engineering and architecture as they apply to public planning. Knowledge of building codes, code enforcement, and land development codes and procedures for issuing permits.

Ability to plan, organize, and direct effectively. Ability to communicate effectively, both orally and in writing with subordinates, other County Staff, other governmental agencies, and the general public. Ability to conceive, direct, and research planning projects. Ability to establish and maintain a working relationship with agencies and groups of individuals associated with planning issues.

Master's Degree in Planning and six (6) years' progressively responsible professional level experience in the administration and supervision of planning and development activities.

Pursuant to Florida Statutes, Chapter 112, incumbent must annually file "Form 1 Limited Financial Disclosure" in the County of their residence.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

This position is an appointed service classification.

### **Working Conditions**

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.